



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Public Health Representative 2 [Special Services (Hourly)]			Salary \$26.02 per hour up to 940 hours per fiscal year
Posting Number 22-16	Position Number 804411	Number of Positions 4	Posting Period * From: 1/28/16 To: 2/11/16
Location: Family Health Services/Fieldwork (Statewide)			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

The New Jersey State Department of Health (NJDOH) is the designated Contractor for the Food and Drug Administration (FDA) Tobacco Inspection Program. Additional funds available from the FDA have enabled New Jersey to conduct year round state inspections assessing retailers' compliance with the age of sale requirements, as well as allowing the State to institute advertising/labeling check inspections. The NJDOH / Tobacco Age of Sale Enforcement (TASE) program has been a component within the Tobacco Control Program since 1996 and will continue to serve as the infrastructure for this FDA project.

Responsibilities:

Conduct tobacco compliance inspections throughout the State of New Jersey. Travel extensively throughout all counties as needed within the northern, central, and/or southern regions of New Jersey to conduct inspections along and with the use of minors. Follow strict and complex protocols from the FDA to document whether or not retailers are in compliance with Federal tobacco regulations. Complete detailed work plans for inspections in urban, suburban and rural locations according to assignments provided on a weekly/monthly basis. Complete and submit all required forms, reports, and administrative documentation-weekly, monthly, and as needed. Write detailed comments based on inspection observations. Maintain consistent and close communication with FDA Program Coordination Team through email/phone to ensure seamless execution of all program requirements and responsibilities. Prepare evidence packages according to FDA protocol if/when potential violations are observed in the field. Participate in Monthly Quality Assurance Conference Calls (Evenings 5 PM). Complete an extensive list of administrative duties related to compliance, review, and documentation. Recruit/train and supervise high school students between the ages of 15-17 to work with as Student Associates during a vital portion of the inspection process. Serve as a mentor to student recruits. Extensive use of FDA issued iphones for inspection reports and assignments only.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree preferred.

EXPERIENCE: Two (2) years of experience in a health or social service related program-involving responsibility for interviewing, investigating, or conducting public health care surveys or patient care services.

NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.

LICENSE: Appointee will be required to possess a driver's license, vehicle and auto insurance all valid in New Jersey and access to a computer as necessary to perform the essential duties of the position.

FILING INSTRUCTIONS

Forward your cover letter, resume and application for employment** to:

**Andrea Mahon, Executive Assistant 2
Family Health Services
Reference Posting #22-16
New Jersey Department of Health
PO Box 364
Trenton, NJ 08625-0364**

You can reply to this posting by emailing your cover letter, resume and application for employment to:

PSTFHS@doh.state.nj.us

* Resumes received after the closing date MAY be considered if the position is not filled.

** NOTE: You can access the State of New Jersey Application for Employment at: www.nj.gov/health/forms/dpf-663.pdf

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**